

MEMORANDUM FOR : Executive Secretary, CIA  
THROUGH : Administrative Officer, DCI  
SUBJECT : Request for Reimbursement for Executive  
Dining Room Charges Incurred in the  
Conduct of Official Duties  
REFERENCE : DCI Memorandum dated 11 January 1974,  
same subject

The officer named below incurred expenses on the date indicated in an official capacity. It is requested that the charges indicated be reimbursed from U.S. Government funds.

Date:

Host:

<u>Guest(s):</u>	<u>Name</u>	<u>Organization</u>
------------------	-------------	---------------------

<u>Agency</u> <u>Participants:</u>	<u>Name</u>	<u>Component</u>
---------------------------------------	-------------	------------------

Reimbursable Charges:  
(Receipts Attached)

\$ \_\_\_\_\_

Check one:

☐ I certify that the payment of the charges cited herein are allowable under the standards established by referent memorandum.

☐ I certify that prior approval was obtained from the Director for an exception to the provisions of the referent memorandum.

\_\_\_\_\_  
Deputy Director  
or Head of Independent Office